Republic of the Philippines
TANZA WATER DISTRICT
A. Soriano Highway, Tanza, Cavite
Tel. Nos.: (046) 484-1813 / (046) 505-2906

August 23, 2019

Republic of the Philippines
CIVIL SERVICE COMMISSION-Region IV
TMC, Cavite Field Office
RECEIVED
23 AUG 2019

DIR. MARIA THERESA R. POBLADOR
Director II
Civil Service Commission (CSC) – Field Office
Trece Martires City, Cavite

Dear Director Poblador:

In compliance with RA 7041, CSC Resolution No. 02-1136 and CSC MC No. 20, S. 2002, we are respectfully submitting herewith a publication of positions of TANZA WATER DISTRICT (TWD) dated AUGUST 23, 2019 for your reference.

Thank you so much.

Very truly yours,

Engr. MYRNA P. BOBADILLA
General Manager

AGS-036-00

Republic of the Philippines
TANZA WATER DISTRICT
Tanza, Cavite

BULLETIN OF VACANT POSITIONS IN THE GOVERNMENT

REGION IV, CSFO – CAVITE

Date of Release: August 23, 2019

PUBLISHED BY THE CIVIL SERVICE COMMISSION
REGION IV, CSFO - CAVITE

S Form No. 9
evised 2018

Electronic copy to be submitted to the CSC FO must be in MS Excel format

Republic of the Philippines
TANZA WATER DISTRICT
Request for Publication of Vacant Positions

: CIVIL SERVICE COMMISSION (CSC)

We hereby request the publication of the following vacant positions, which are authorized to be filled, at the TANZA WATER DISTRICT in the CSC website.

KAREN P. MAESTRADO
Division Manager B - AGSD

Date: August 23, 2019

o.	Position Title **(Parenthetical Title, if applicable)**	Plantilla Item No.	Salary/ Job/ Pay Grade	**Monthly Salary**	Qualification Standards					Place of Assignment
					Education	Training	Experience	Eligibility	Competency (if applicable)	
1	Industrial Relations Development Assistant A	82	10	19233	Completion of two years studies in college	8 hours of relevant training	2 years of relevant experience	Civil Service Subprofessional	n/a	Administrative and General Services Division
2	Administrative Services Chief B	3	19	45269	Bachelor's degree	8 hours of relevant training	2 years of relevant experience	Civil Service Professional	n/a	Administrative and General Services Division
3	Cashiering Assistant	29	8	16758	Completion of two years studies in college	4 hours of relevant training	1 year of relevant experience	Civil Service Subprofessional	n/a	Accounting and Cash Management Division
4	Supervising Water Utilities Management Officer	35	20	51155	Bachelor's degree relevant to the job	16 hours of relevant training	3 years of relevant experience	Civil Service Professional	n/a	Water Resources, Planning and Design Division
5	Water Maintenance Foreman	36	14	27755	High School Graduate or Completion of relevant vocational / trade course	16 hours of relevant training	3 years of relevant experience	Trade Test (Cat. III, MC 10 s. 2013)	n/a	Construction and Maintenance Division
6	Supervising Utilities Service Officer	10	20	51155	Bachelor's degree	16 hours of relevant training	3 years of relevant experience	Civil Service Professional	n/a	Customer Accounts and Services Division
7	Senior Financial Planning Specialist	6	20	51155	Bachelor's degree relevant to the job	16 hours of relevant training	3 years of relevant experience	Civil Service Professional	n/a	Accounting and Cash Management Division
8	Principal Engineer D	19	19	45269	Bachelor's degree in Engineering relevant to the job	8 hours of relevant training	2 years of relevant experience	Civil Service Professional	n/a	Construction and Maintenance Division

terested and qualified applicants should signify their interest in writing. Attach the following documents to the application letter and send to the address below not later than September 1, 2019.

1. Fully accomplished Personal Data Sheet (PDS) with recent passport-sized picture (CS Form No. 212, Revised 2017) which can be downloaded at www.csc.gov.ph;
2. Performance rating **in the last rating period** (if applicable);
3. Photocopy of certificate of eligibility/rating/license; and
4. Photocopy of Transcript of Records.

his office highly encourages all interested and qualified applicants including persons with disability (PWD), members of indigenous communities and those from any sexual orientation and gender identities (SOGI).

ALIFIED APPLICANTS are advised to hand in or send through courier/email their application to:

Engr. MYRNA P. BOBADILLA
General Manager
Tanza Water District, A. Soriano Highway, Tanza, Cavite
tanza_wd@yahoo.com

PLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.